

 <div style="text-align: center;"> <b>STATE OF ALASKA</b>  <b>DEPARTMENT OF TRANSPORTATION</b>  <b>AND PUBLIC FACILITIES</b> </div> <div style="text-align: center; font-size: 1.5em; font-weight: bold;">Policy and Procedure</div>		POLICY AND PROCEDURE NUMBER <div style="text-align: center; font-weight: bold;">06.04.030</div>	PAGE <div style="text-align: center;">1 of 2</div>
		EFFECTIVE DATE <div style="text-align: center;">January 15, 1993</div>	
SUBJECT <div style="text-align: center; font-weight: bold;">Extension of Credit For Rural Airports</div>		SUPERSEDES	DATED
TITLE <div style="text-align: center; font-weight: bold;">Finance</div>	CHAPTER <div style="text-align: center; font-weight: bold;">Revenues</div>	APPROVED BY	

## PURPOSE

To establish a policy governing the extension of credit to rural airport lease holders, concession permit holders, and to aircraft carriers for landing fees and aircraft tie downs.

## POLICY

It shall be the policy of the department:

- To consider that credit has been extended to a customer any time is in arrears in submitting a Certified Activity Report (CAR) as required by a contract, permit or other departmental agreement or program.
- That an estimate of the amounts due to the department be booked as receivables in the revenue sub-system.
- To consider the failure to submit CAR's when due a breach of contract.
- To advise the lease or permit holder that no contracts, leases, or permits for them will be granted or renewed or any assignment or subleases approved until the delinquent activity reports and payment have been received by the department.
- To offer extended payment plans to delinquent lessees when possible to avoid the high cost of litigation.
- To pursue collection in accordance with FMOM procedures and Policy Number 06.04.010.

## AUTHORITY

AAM 45.100 and AAM 45.030  
 AAC 40.300 to AAC 40.385  
 AS 17.320(6)(E)

## **USE**

This policy is intended to be used in conjunction with procedures which are issued through the Financial Management Operations Manual (FMOM), Alaska Administrative Code (AAC), and Statewide Leasing's Desk Manual.

## **IMPLEMENTATION RESPONSIBILITY**

The Director of Administrative Services Division, Regional Finance Officers, Accounts Receivable Supervisors, Rural Airport Leasing Officers.